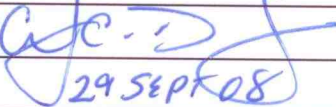


POLICY OF STATE OF DELAWARE	POLICY NUMBER 3.9	PAGE NUMBER 1 OF 1
DEPARTMENT OF CORRECTION	RELATED ACA STANDARDS:	
CHAPTER: 3 Programs and Services	SUBJECT: Commissary	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE:	29 SEPT 08	
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY:** 11 Del. C. 6517
- II. PURPOSE:** Rules for the establishment and operations of commissaries for the Department of Correction (DOC), and to provide rules for the use of profits generated.
- III. APPLICABILITY:** All DOC Employees and Offenders.
- IV. DEFINITIONS:**
1. Commissary: A system of supplying food, hygiene items, medical items and clothing not otherwise provided to individuals housed in DOC facilities.
 2. Profit: The funds available after all costs of providing commissary, including inmate wages are deducted from total receipts.
- V. POLICY:**
- A.** Both the Bureau of Prisons and Bureau of Community Corrections shall determine which facilities shall have commissary items, and implement this policy.
 - B.** The Warden of each facility designated to have commissary shall implement a procedure providing which classification of inmates can have access to commissary, the frequency, and determine allowable items.
 - C.** Facilities shall not subsidize the price of commissary items, but shall charge a surcharge of up to 20% on all items sold.
 - D.** To the extent possible, profits shall be maintained in an interest bearing account. Any interest earned shall be first used to offset the costs of maintaining the account. Any interest remaining shall be treated as profit as provided in IV.2 above.
 - E.** The profit from commissary sales shall be used, at the discretion of the applicable Bureau Chief for the health and welfare of the offenders. Appropriate expenses to be charged against the commissary profit shall include, but in no way be limited to, recreational equipment for the offenders, materials for the offender law libraries, legal mail postage and stationery for indigent offenders and items needed to support the inmate population.